How to Use your Samsung 860 Document Camera to Make a Tutorial Video

EQUIPMENT

1. Check to make sure you have the equipment you need. This equipment includes:
   A. A working Samsung 860 Document Camera (shown below).

   B. A computer with the 860 document camera software installed. You will know you have the software if you have this icon on your desktop.

   C. An external microphone such as the one seen below. You can get this from the library.

HOOKING UP THE EQUIPMENT

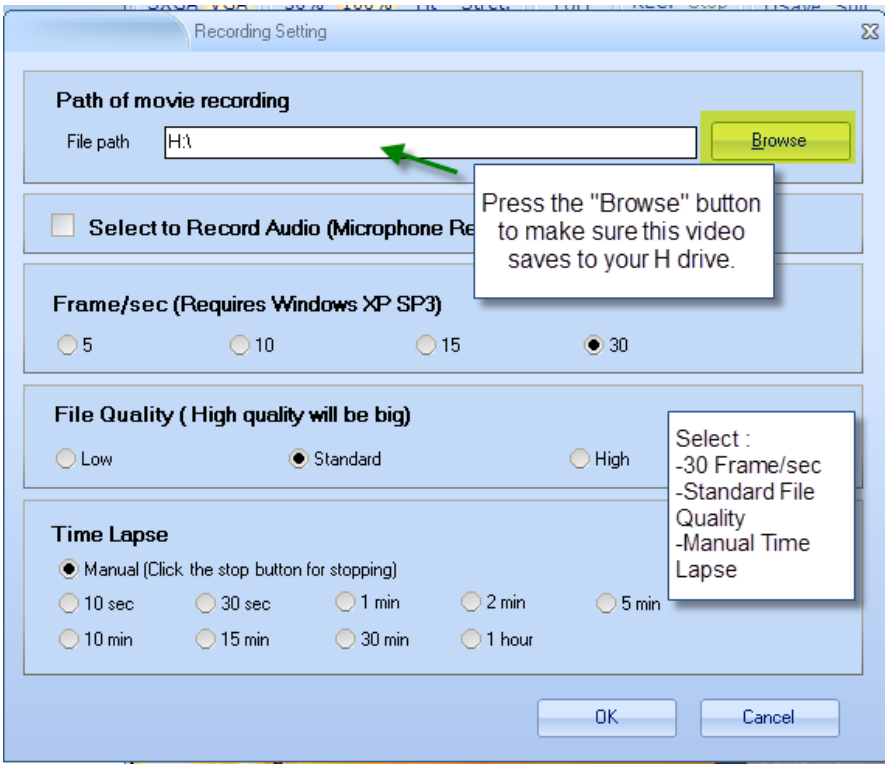
2. Find the microphone outlet on the document camera and plug the microphone into it, as highlighted below:

FILMING

3. After making sure the document camera is turned on, click the icon to open up the SDP 860 Document Camera software:

4. Once you see open the document camera screen, you will click the "Record" button indicated.

5. Next, you will see an options screen appear like the one below. Use the "Browse" button to save the video to your "H" drive and select the options indicated below.

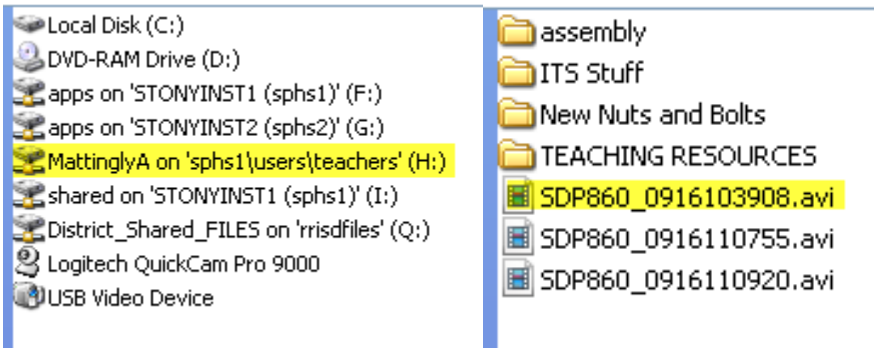


6. Once you select your options, click "OK" and begin your video tutorial! REMEMBER TO SPEAK LOUD AND CLEAR!!!

7. When you have finished your tutorial, press the stop button.

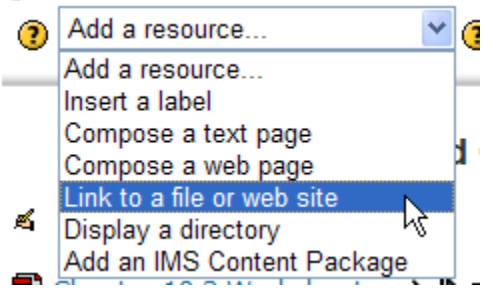
RETRIEVING YOUR FILE

8. Now, when you open up your H-drive, you will see a file with a .avi extension. This is your tutorial video.

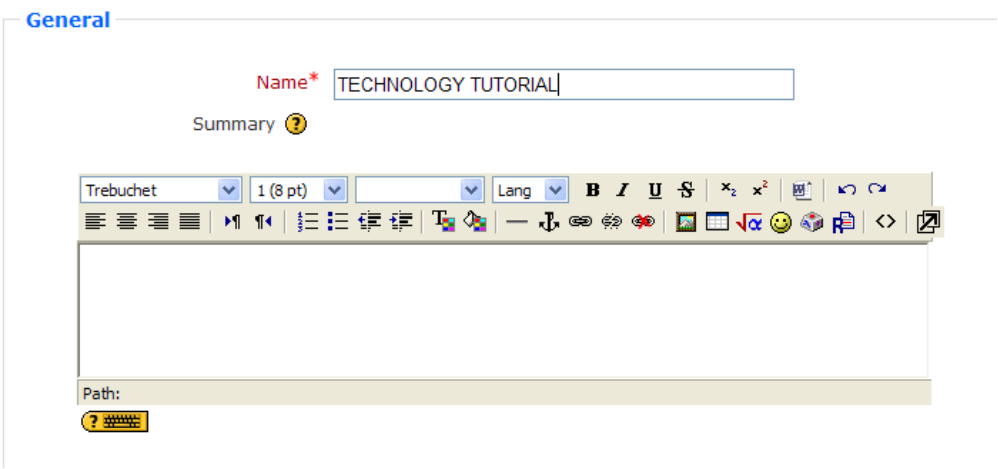


SAVING TO MOODLE

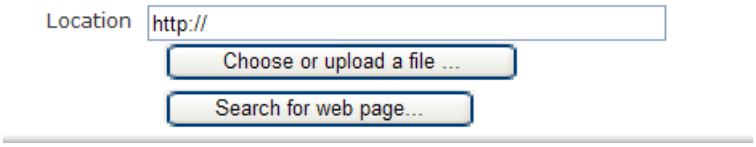
9. In order to upload the video to a Moodle page, open your page and go to your page and turn the editing button in the top right-hand corner on. Then find this menu you see below and click on "Link to a File or Website."



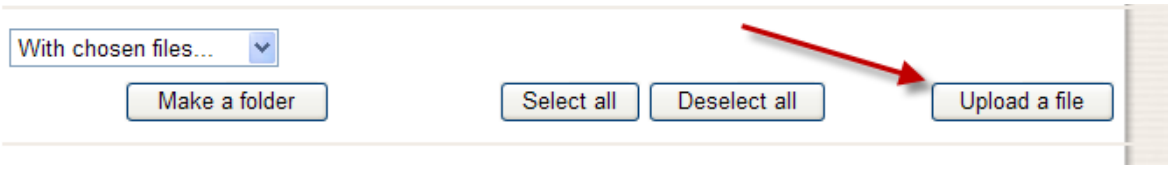
10. Choose a name for your tutorial. You may also add a description if you would like.



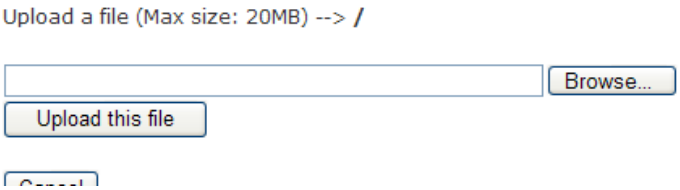
11. Click on “Choose or upload a file…”



12. Scroll to the bottom and select “Upload a File.”



13. Press “Browse” and find your file on your H Drive.

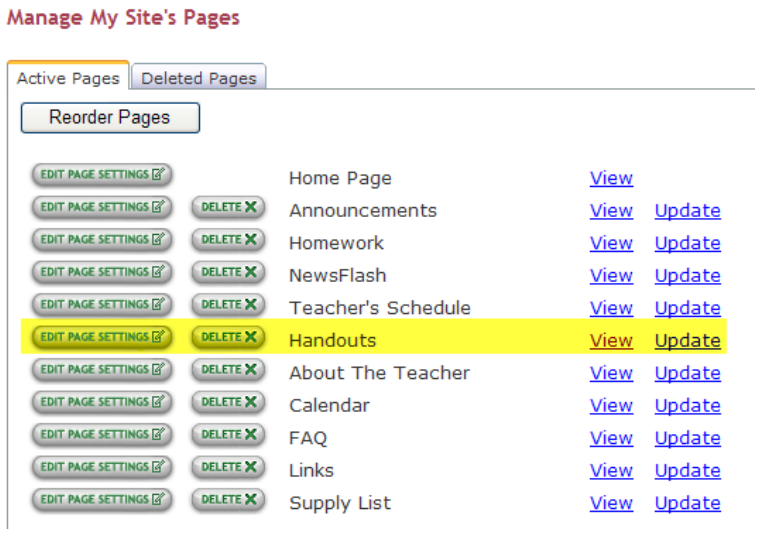


14. Find the file you uploaded and “choose”

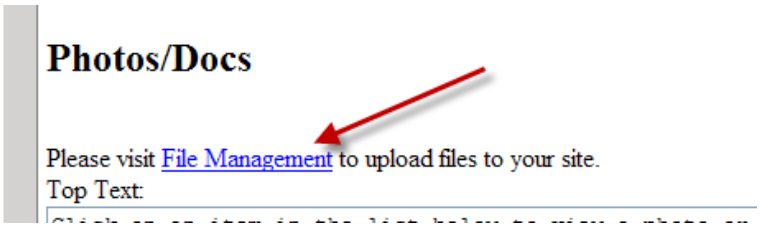
15. Follow the prompts to continue uploading your file.

SAVING TO TEACHERWEB

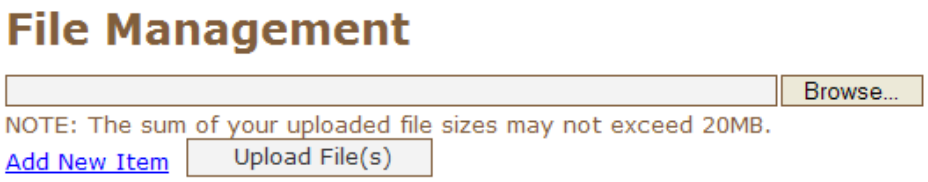
16. Go to your teacherweb page and enter in the password to bring up your update index. For the purpose of this tutorial, I will choose “Handouts.”



17. After clicking on "Update" look to the top of the page that appears to find "File Management" and click on it.



18. Hit the "Browse" button to find your tutorial video on the H-drive.



19. Once you have uploaded the file, you are free to link to it as you would any other file on teacherweb.

Please let John or Anne know if you have any questions!

We are here to help!